

# AccelerateU

SUPPORTING K-12 EDUCATION IN NEW YORK STATE

# ONLINE COURSES

2013-2014



OFFERING **100+**  
**AIDABLE ONLINE COURSES**  
**FOR NYS STUDENTS**

[WWW.ACCELERATEU.ORG](http://WWW.ACCELERATEU.ORG)

# AccelerateU Online Courses 2013-2014

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## Accepting Registrations continually throughout the year

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### AccelerateU Contact Information

Site: .....<http://www.accelerateu.org>

Helpdesk Phone Number .....(800) 722-5797

Helpdesk Email Address..... [help@accelerateu.org](mailto:help@accelerateu.org)

Fax .....(315) 332-2117

First time additional credentials, required for some courses:

School Shortname ..... WFL

School Password ..... WFL#16

**AccelerateU**  
SUPPORTING K-12 EDUCATION IN NEW YORK STATE

**AccelerateU offers  
150+ aidable  
online courses  
for NYS students**

**Courses feature:**

- Compliance with Commissioner's Regulations for Online Coursework
- Alignment to Common Core Learning Standards
- NYS-certified teachers employed by Wayne-Finger Lakes BOCES
- Flexible course start-ups at any time

To learn more, call  
**(800) 722-5797** or visit  
**<http://accelerateu.org/>**

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**Upon enrollment, students have  
20 weeks to complete their course.**

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# AccelerateU Online Course Registration, 2013-2014

Please complete one form for each student enrollment- All information is required as per State Education Data Collection Requirements

Student Name: <b>(First, Last, MI)</b>	
Sex: <input type="checkbox"/> M <input type="checkbox"/> F	Ethnicity: _____ Date of Birth: _____
2013-14 Grade Level: _____	Student has IEP / 504: <input type="checkbox"/> No <input type="checkbox"/> Yes <b>(if yes, copy required)</b>
Date Student Entered 9 <sup>th</sup> Grade <i>(Mo/Date/Year)</i> : _____	
Anticipated Graduation Date <i>(Mo/Date/Year)</i> : _____	
Name of Mother/Guardian: _____	Name of Father/Guardian: _____
Home Phone: _____	Student's Cell Number: _____
Home Mailing Address: _____	
Student Email Address: _____	
Parent/Guardian Email Address: _____	
<b>Course Title:</b> _____	
<b>Reason(s) for taking the course:</b> <input type="checkbox"/> Graduation Requirement <input type="checkbox"/> Lack of Teacher <input type="checkbox"/> Course not offered <input type="checkbox"/> Schedule Conflict <input type="checkbox"/> Acceleration <input type="checkbox"/> Credit Recovery <input type="checkbox"/> Other _____	
<b>Requested End Date:</b> <input type="checkbox"/> January 27, 2014 <input type="checkbox"/> June 13, 2014 <input type="checkbox"/> August 15, 2014 <input type="checkbox"/> Rolling Enrollment (20 weeks from start) <input type="checkbox"/> Other: _____	
Notes: _____	
District: _____	
District Administrator Signature: _____	
School Address: _____	
School City: _____	NY ZIP: _____
Advisor Name/ Position: _____	
Advisor's Phone Number: _____	Best time to call: _____
Advisor's Email Address: _____	Fax: _____
Technology Contact: _____	
Technology Person's Email: _____	

**Email this form to [mschenk@wflboces.org](mailto:mschenk@wflboces.org) or fax to (315) 332-2117**

# AccelerateU Online Course Student Contract, 2013-14

**Please complete one form for each student enrollment.**

**Email this form to [mschenk@wflboces.org](mailto:mschenk@wflboces.org) or fax it to (315) 332-2117**

This contract is designed to help you successfully complete your course. Your signatures below indicate your agreement to the following expectations and rules.

1. I will work in my online course at least 3-5 times per week for at least 1 hour per login, for a total of at least 3-5 hours per week. Some courses may require 6 or more hours per week.
2. I will communicate with my online teacher 2-4 times per week and respond to all emails within two (2) days.
3. I understand that I may be removed from the course if I am inactive for more than three (3) weeks. Being active means spending meaningful time in the course and finishing projects.
4. All my work will be my own. I will not copy anyone else's work, use the Internet for answers, or violate copyright law. For language courses, I will NOT use online translation programs.
5. I will follow my school's Acceptable Use Policy (AUP).
6. I will use scholastically appropriate language in all messaging systems.
7. I understand that all my activity could be retrieved and printed by the teacher at any time.

The following will be enforced for students who do not abide by the above rules:

**First Offense:** The student will receive an email warning. Parents/guardians and the school will be notified of the infraction. For severe misconduct, the student will be removed immediately.

**Second Offense:** The student **will be removed** from the course.

**Severe Misconduct:** The student **will be removed** from course, regardless of offense number.

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I have read and understand the policy above and agree to abide by its rules.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

A parent signature permits the student to participate in the course and gives **AccelerateU** permission to communicate with the student through multiple means.

**Email this form to [mschenk@wflboces.org](mailto:mschenk@wflboces.org) or fax to (315) 332-2117**



## Additional Requests Form (optional)

This form should be used to convey additional requests you have for this student.  
We will attempt to honor all requests but cannot guarantee we can accommodate everyone.

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### Standard Practices

Below are our standard practices. If you need a change, complete and sign this form.

- Students will be enrolled within one day from the time **AccelerateU** staff receives the **completed** Course Registration and Student Contract forms.
  - The completion date for courses is the last date of the semester or 20 weeks under the rolling enrollment option. (Students may be allowed up to 24 weeks if necessary)
  - Grades are reported as a percentage with comment at course completion.
  - Online teachers report to the district advisor when a student has been 'virtually absent' for one week or more.
  - **AccelerateU** will begin a drop process for a student who is inactive for more than 3 weeks. Notification will be sent to the district advisor.
- 

**Additional Requests** – complete as many from this list as apply to this student.

Student: \_\_\_\_\_ Course: \_\_\_\_\_

☐ **ASAP start date request.** Call Mary Jane Schenk (315-332-7457) to see if this is possible.

☐ **Specific completion date requested.** Date: \_\_\_\_\_

☐ **Additional grade reporting requested.** Type of reporting needed (i.e. specific grades, progress or 5-week reports, student work samples, etc.) and when:

\_\_\_\_\_

☐ **Request of conference** to discuss special needs of student and/or IEP or 504 plan information provided for student. Please explain below.

Name of Advisor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Advisor \_\_\_\_\_

**Email this form to [mschenk@wflboces.org](mailto:mschenk@wflboces.org) or fax to (315) 332-2117**

## Online Courses

Check any courses approved by your district. Submitting this page with no checks implies that all courses are approved. Course descriptions and syllabi can be found at:

<http://studentmoodle.accelerateu.org/student/portal/studentindex.php?action=courselist>.

### Math

- ☐ Pre-Algebra
- ☐ Algebra 1
- ☐ Algebra 2
- ☐ Pre-Calculus
- ☐ Calculus
- ☐ Geometry
- ☐ Trigonometry
- ☐ Consumer Math
- ☐ AP Calculus AB
- ☐ AP Statistics

### English

- ☐ English 9
- ☐ English 10
- ☐ English 11 – American Literature
- ☐ English 12 – Literature and Comp
- ☐ Beginning Composition
- ☐ Advanced Composition
- ☐ Creative Writing
- ☐ AP English Language and Comp
- ☐ AP English Literature and Comp

### Science

- ☐ Physical Science
- ☐ Earth Science
- ☐ Living Environment
- ☐ Chemistry
- ☐ Physics
- ☐ Oceanography
- ☐ Forensic Science 1 and 2
- ☐ AP Biology

- ☐ AP Chemistry
- ☐ AP Computer Science
- ☐ AP Physics B

### Social Sciences

- ☐ Global Studies 1
- ☐ Global Studies 2
- ☐ American History 1
- ☐ Participation in Government
- ☐ Economics
- ☐ AP Macroeconomics
- ☐ AP Microeconomics
- ☐ AP US Government & Politics
- ☐ AP US History
- ☐ AP World History
- ☐ Sociology

### World Languages

- ☐ French 1, 2, 3, 4
- ☐ Spanish 1, 2, 3, 4
- ☐ German 1, 2, 3, 4
- ☐ Chinese 1
- ☐ AP Spanish
- ☐ AP French

**Health**

- ☐ Health
- ☐ Health Sciences (Clinical Medicine)
- ☐ Nutrition
- ☐ Fitness Fundamentals 1 (PE)
- ☐ Fitness Fundamentals 2 (PE)
- ☐ Advanced Phys Ed 1 and 2
- ☐ Individual Sports
- ☐ Group Sports
- ☐ Strength Training
- ☐ Flexibility Training
- ☐ Exercise Science
- ☐ Running
- ☐ Walking Fitness

**Other**

- ☐ Accounting
- ☐ Anthropology 1 and 2
- ☐ Archeology
- ☐ Astronomy
- ☐ Career Planning
- ☐ Criminology
- ☐ Digital Photography 1 and 2
- ☐ Drugs & Alcohol
- ☐ First Aid & Safety

- ☐ Gothic Literature
- ☐ Great Minds in Science
- ☐ History of the Holocaust
- ☐ Hospitality and Tourism
- ☐ Human Geography
- ☐ International Business
- ☐ Introduction to Culinary Arts
- ☐ Introduction to Philosophy
- ☐ Introduction to Social Media
- ☐ Law & Order – Intro to Legal Studies
- ☐ Life Skills
- ☐ Music Appreciation
- ☐ Music Theory
- ☐ AP Music Theory
- ☐ Mythology & Folklore
- ☐ Personal & Family Finance
- ☐ Personal Psychology 1 and 2
- ☐ Real World Parenting
- ☐ Social Problems 1 and 2
- ☐ Sociology 1 and 2
- ☐ Sports and Entertainment Marketing
- ☐ Study Skills
- ☐ Veterinary Science
- ☐ World Religion

<http://www.accelerateu.org>



## About AccelerateU

**AccelerateU** is an aidable service provided by **EduTech** (part of Genesee Valley –Wayne Finger Lakes BOCES). We have provided quality online courses to NYS students for 11 years. Our courses are led by NYS-certified teachers using engaging online content. Every course has rigor, projects, discussions, written assignments, quizzes, tests, and regular and substantive teacher interaction.

**AccelerateU** accepts registrations continually throughout the year.

## Enrolling Students

Students must be enrolled at the district or BOCES to be eligible for an online course. Below is the process for enrollment. Complete these forms:

- Student Registration – one per each student's course
- Student Contract - one per each student's course

Send forms to Mary Jane Schenk at [mschenk@wflboces.org](mailto:mschenk@wflboces.org) (fax 315-332-2117). The student will need an email account. Once we receive an application, we will send you course information, contact information, and login credentials for the student, within 24 hours.

Students have 20 weeks to complete their courses. In some cases, we can grant an additional 4 weeks, for a total of 24 weeks.

Advanced Placement courses do NOT offer rolling enrollment. Students must be signed up by September 15th (for full-year AP courses) or January 3rd (for half-year AP courses).

## Dropping a Course

Once a student is enrolled, the enrollment will continue until the district notifies **AccelerateU** otherwise.

The drop schedule of charges is below (subject to change):

0-3 Weeks	\$75.00
3-10 Weeks	\$200.00
10+ Weeks (full course)	\$655.00

## How Online Courses Work

From the day we enroll a student, he or she has 20 weeks to complete the course. Upon district request, we can grant students an additional 4 weeks to complete the course.

Courses are online, available wherever students have Internet access.

Students work in their courses at their own pace, logging in at least 3-6 hours per week.

Certified teachers monitor progress, clarify concepts, offer help, answer questions, provide grades, and report progress to districts.

When students complete the course, they earn NYS credit, awarded by their districts.

Students can work from home and in school.

All courses are monitored by certified New York State teachers.

Students experience flexibility not offered in traditional classrooms.

Teachers communicate with students on a regular basis by course messaging and email.

Technical support is shared between the district and AccelerateU's helpdesk.

## Frequently Asked Questions

### What is an online course?

An online course uses the Internet to deliver course materials and allow communication between the teacher and students. Most online courses use a combination of text, graphics, video clips, audio clips, animations, and interactive assessments. Communication between teachers and students is done through course messaging systems, email, and sometimes by phone.

### Who Takes Online Courses?

AccelerateU has served 3,000 secondary students in NYS. They take online courses for credit recovery, greater course choice, and for advancement. Some students take courses online to make room in their schedule for other courses. Some of our students are homebound. Some travel and use our courses to keep up with credit accrual. We serve students of all abilities.

### Will the course have a teacher?

Yes. All of our courses are led by NYS-certified teachers. They communicate with students on a regular basis, mostly by email. Usually they respond to questions with 24 hours.

**What do students do if they need help?**

The district is responsible for technical support to make sure its computers can run the **AccelerateU** courseware. **AccelerateU** provides second-tier support at (800) 722-5797, Monday to Friday, 7:30 AM to 4:30 PM ([help@accelerateu.org](mailto:help@accelerateu.org)).

For academic support, students contact their online teachers.

For other support, students contact their school's advisor.

**How can districts best support their online students?**

Each district is required to designate a local advisor - someone to meet with online students regularly and monitor their progress. The advisor works with the online teacher and AccelerateU staff to support the student's progress.

The more structure a district adds to the online experience, the more successful students will be. This structure can be in the form of scheduled time during the day for online work, an active advisor, peer group, teacher assistant, and possibly a tutor or teacher to assist when necessary.

**What hardware and software are needed to take an online course?**

A modern computer with updated plug-ins and Internet access is required. Supported browsers include Google Chrome, Mozilla Firefox, and Internet Explorer.

**Will students get high school credit?**

Students successfully completing an online course will get credit for the course. This is determined by the local school district.

**Is online learning appropriate for all students?**

Students who are independent and self-motivated tend to do well. To be successful, students need to work in their courses at least 3+ hours per week. For AP courses, it should be 6+ hours per week.

**When do courses start? Are there flexible start dates?**

AccelerateU accepts course enrollments on a rolling basis all year long. Once enrolled, students have 20 weeks to complete a course. With district approval, a four-week extension is available.

**How quickly will the teacher respond to student questions?**

Most of our online teachers also teach during the day. They check email and respond to students at night and complete grading over the weekends. In most cases, teachers will respond within 24 hours. Students are encouraged to consult other resources and to move on in their course while waiting for their teachers.

## Roles and Responsibilities

### AccelerateU will:

- Provide access to online student courses to students registered in accepted courses
- Provide and supervise NYS-certified teacher for the online courses
- Provide program awareness as requested by districts.
- Maintain records of student progress, evaluation, and time spent in courses
- Communicate applicable policies of participation, grading, and administration
- Provide second-tier technical support for course content and instructional platform

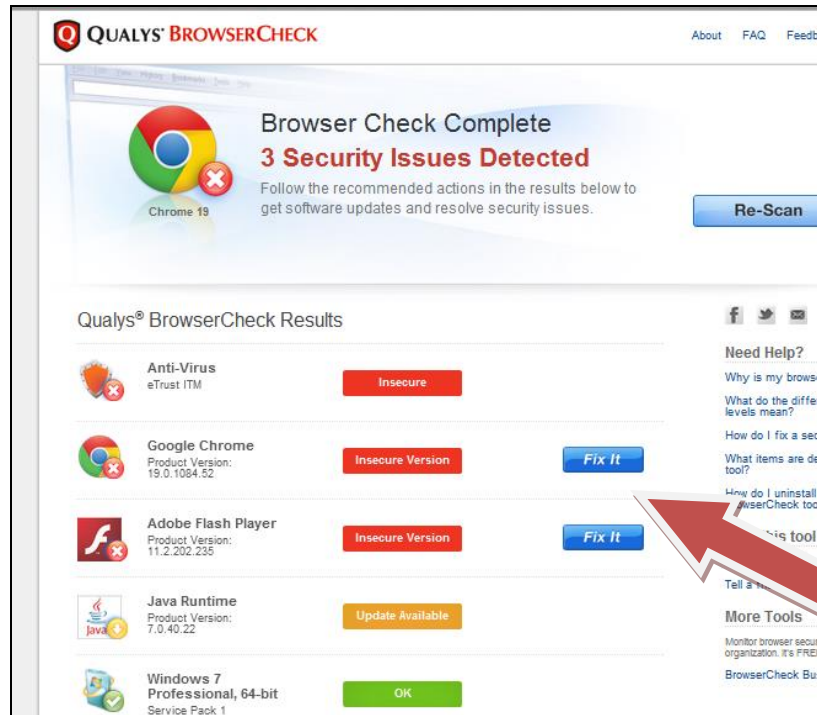
### The District will:

- Verify student information and ensure student has written parental permission
- Act as the only source of approving their students to enroll in online coursework
- Grant credit to student's transcript, upon course completion
- Make provisions for NYS Assessments, if applicable
- Make arrangements for hands-on Science labs, when necessary
- Arrange for the administration, scoring and payment, if any, of such exams.
- Ensure student has completed a district Internet Acceptable Use Policy (AUP)
- Retain responsibility for services required in Individual Educational Plan (IEP)
- Make sure student has access to a computer, Internet access, and technical support
- Assign an advisor to help student and act as liaison between district and **AccelerateU**
- Provide training time for the Advisor, if desired
- Make accommodations for the student to participate in **AccelerateU** course, including any additional state-mandated activities that cannot be conducted online

<http://www.accelerateu.org>

## System Requirements

**AccelerateU**'s online courses have video, sound, and interactive elements. Because technology changes frequently, we recommend running this computer system check regularly and following its recommendations on updating your system: <https://browsercheck.qualys.com/>.



## Minimum Computer Requirements

Online students need access to a computer with an Internet connection. These are the minimum technical requirements.

- Windows XP or Mac OS X
- 2 MB of RAM
- Broadband / cable Internet access
- Internet Explorer 7, Firefox 3, Safari 3, or Google Chrome
- Java (<http://www.java.com/en/download/index.jsp>)
- Shockwave (<http://get.adobe.com/shockwave/>)
- Adobe Flash Player (<http://get.adobe.com/flashplayer/>)
- QuickTime (<http://www.apple.com/quicktime/download/>)
- Adobe Acrobat Reader (<http://get.adobe.com/reader/>)
- Headphone/Speakers (if in a lab setting)
- Access to a printer for take-home assignments and study sheets

### **Popup Blockers**

Our courses often have content that will pop into a new window. You will need to disable the popup blockers for our courseware to run properly. For help, contact our Helpdesk at [help@accelerateu.org](mailto:help@accelerateu.org).

### **Downloading Files**

As part of the course, students will need to download and upload documents. Some districts have security settings which prevent these activities. As downloading and uploading is a normal part of many courses, this issue needs to be addressed.

### **Student Email**

All students will need email accounts. They need to put their teacher's and advisor's email addresses on their "safe list", so that email from them does not go into spam or junk folders.

### **Helpful Web addresses**

- **AccelerateU** – <http://studentmoodle.accelerateu.org/student/portal/studentindex.php>
- Direct URL for AP courses - <http://www.apexvs.com/>

## **Technical Support**

The district is responsible for technical support to make sure its computers can run the **AccelerateU** courseware.

**AccelerateU** provides second-tier support at (800) 722-5797, Monday to Friday, 7:30 AM to 4:30 PM ([help@accelerateu.org](mailto:help@accelerateu.org)).

**<http://www.accelerateu.org>**



## Helping Students Succeed Online

**The first two weeks:** It's important to encourage and support students during this critical time. Ask students to share what they have done (specifically) in their course so far. Make sure they are in frequent contact with their online teacher. Ask if they need technical help.

**The rest of the course:** Check in frequently to monitor progress. You can log into our system to view weekly updates. Or we can send you the latest update. During the 20-week course, the online teacher may email you regarding concerns. Please meet with students quickly to resolve these concerns. Feel free to email the online teacher whenever you have questions.

Our experience shows that students do NOT always ask for help in an online environment when they need to. Therefore, it is important to continually reach out to them to ask how the course is going.

Although students are learning online, there is much the district can do to ensure success. Below are four support models that have been successful.

### **Model 1: Independent Study**

Students work independently at school and home. They check in once a week with the district advisor. This model gives students the flexibility to work at their convenience. Tests or quizzes are taken with an adult in the room and the adult verifies they were present during the exam. Some districts require tests or quizzes to be taken with a specific teacher present.

### **Model 2: Supported Study**

In this model, the student takes the online course at a specific time each day. This may be daily or several times per week, with the rest of the work done at other times and locations. An adult is available (usually the advisor) to help. This is often done in a lab, but can be done from the advisor's office.

### **Model 3: Supervised Study**

In this model, students take the online course at a specific time during the school day with a teacher or aide present. Some districts choose to have an "online class" period when students are able to take an online course and all meet in the lab at the same time.

### **Model 4: In-Lab Study**

When a district is unable to find a teacher for a course, a group of students can take the online course at the same time. A regular period is scheduled for this course, with a lab assistant or teacher to manage the class.

## Information for District Advisors

### Accessing the online course

There should be a specific location at school where students work in their online courses. This can be in an advisor/guidance counselor's office, a lab, or classroom. Students should also have a place to work at home.

### Hands-on Science Labs

Some of our Science courses require hands-on labs, supervised by qualified staff. This must be arranged and implemented locally by the district, with guidance from **AccelerateU**.

### Test security

Some districts require students to take quizzes and/or tests in a supervised environment. Sometimes, this is as easy as having them take the quizzes in the back of a computer lab or classroom while the regular teacher is teaching another class. Some districts set up a computer in the Guidance Office so that students can work there under direct supervision. There are many solutions, and we can discuss options with you.

### IEP-related modifications

If your student has modifications, please provide us with a copy of the IEP or 504 plan. If there are local test modifications (such as read directions aloud), the district is responsible for these.

### State and AP assessments

Some of our courses require a year-end state assessment. Students in these courses need to take the assessments in your district when other students are taking them. AP exams require assessments also.

### Technical issues

The district is responsible for technical issues, with AccelerateU providing second-tier help. Contact information for our helpdesk: (800) 722-5797, [help@accelerateu.org](mailto:help@accelerateu.org).

### Communicating with parents

Even though the student is taking our course online, they are still in your district. You will be the main point of contact with parents. The parent information shown later in this document can be used by you to communicate **AccelerateU**'s online course requirements to parents.

**<http://www.accelerateu.org>**

## Information for Students

Online learning is more flexible than traditional face-to-face classes. However, you still have to read, ask questions, and demonstrate mastery. Our best advice is to log into your online course 4-5 times per week, spending at least 3-5 hours per week. AP courses require 6+ hours per week.

Ask questions as soon as you need to. Stay in touch with your online teacher and advisor. Your advisor will be in your school, and you should be in touch with that person at least once per week.

### How do I know how I am doing?

Within your online course, you view your grades at any time. You can also email your teacher to ask about grades and progress.

### What if I need some extra help?

Ask your online teacher for additional help. They will be able to provide resources that will help you. If you are still feeling behind, talk to your advisor.

### What if I am having technical problems?

First, run the **computer system check** (<https://browsercheck.qualys.com/>) and follow the recommendations on updating your system. When finished, enter your online course again. If you are still having problems, contact your advisor or school technology support person. If this does not solve the problem, contact the **AccelerateU** helpdesk at (800) 722-5797, Monday to Friday, 7:30 AM to 4:30 PM. The email address is [help@accelerateu.org](mailto:help@accelerateu.org).

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## Information for Parents / Guardians:

Online learning has become a viable learning method. **AccelerateU**'s courses are real courses with real work and a certified teacher supervising them. Students should spend 3-5 hours per week in their online courses. Each online course is equivalent to a traditional class in workload and rigor. Although your child sets the time that he/she will work in the course, there is a timeline to follow. Please check on the progress of your child each week.

**AccelerateU** courses are offered through your district. If you have questions, please contact your child's counselor. It is the district that decides final grades and award credit to your child.

### Who are the online teachers?

**AccelerateU**'s teachers are certified teachers. They have had additional training on how to support and motivate online learners.

### How can parents support the child's online course?

During week one, please ensure your child understands how to navigate online, submit assignments, and communicate with the teacher. Afterwards, check on progress each week. Ask specific questions, such as the types of assignments worked on, or about recent communications with the teacher.

### How often are progress reports sent out?

**AccelerateU**'s online teachers send weekly progress reports to the advisor. If you would like a copy of these reports, please see your advisor.



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SUPPORTING K-12 EDUCATION IN NEW YORK STATE

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**Courses feature:**

- Compliance with Commissioner's Regulations for Online Coursework
- Alignment to Common Core Learning Standards
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